



JEFFERSON PARISH
LOUISIANA

PURCHASING DEPARTMENT

November 17, 2009

AARON F. BROUSSARD
PARISH PRESIDENT

Our Mission is:
"Provide the services,
leadership, and vision to
improve the quality of life
in Jefferson Parish."

PATRICIA W. LASSALLE
PURCHASING DIRECTOR

ADDENDUM #2

RFP 0200

Receipt Date: 11/25/2009

For: DIGITAL IMAGING SERVICES FOR THE JP CLERK OF COURT'S JUVENILE COURT.

CLARIFICATION TO SPECIFICATIONS:

Section 2.1 Scope of work – Contractors are required to provide at least 3 references for digitizing and providing archival film records, of similar or larger scope services, currently being provided.

Section 2.1 Scope of work – Contractor will destroy what is **imaged** 30 days after approval, and keep internal records of project for 3 years.

QUESTIONS and ANSWERS

1. Does RFP 0200 replace RFP 0199? No, RFP 0200 is to provide Digital Imaging Services for Juvenile Court.
2. Does request need to be encrypted if delivered via email? No.
3. Section 1.14 – Can the Prime contract perform document scanning and the Sub-contractor perform microfilming? Assuming both are bound by the conditions of the RFP. Yes.
4. Are all the documents on legal size paper? No. There are mixed sizes.
5. Are there only three index fields – Year, Case Category, Case number? Yes.
6. Are contractors currently performing similar work for JPCC required to submit financial statements, reports etc.? Yes.

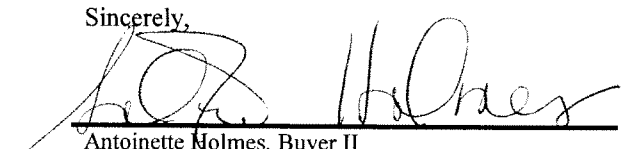
CORRECTION TO SPECIFICATIONS

Insert and utilize Attachment "E" as signature page. Remove and discard Attachment "C".

RECEIPT DATE WILL REMAIN THE SAME

THIS ADDENDUM FORMS A PART OF THE CONTRACT DOCUMENTS AND MODIFIES THE ORIGINAL BIDDING DOCUMENTS AND SPECIFICATIONS. THE CONTENTS OF THIS ADDENDUM SHALL BE INCLUDED IN THE CONTRACT DOCUMENTS. CHANGES MADE BY THIS ADDENDUM SHALL TAKE PRECEDENCE OVER THE DOCUMENTS OF EARLIER DATE.

Sincerely,


Antoinette Holmes, Buyer II
Jefferson Parish Purchasing Department

"PLEASE SIGN AND RETURN THIS ADDENDUM IN ITS ENTIRETY WITH THE PROPOSAL"

COMPANY NAME: _____
SIGNATURE: _____
DATE: _____

ATTACHMENT "E"

RFP 0200

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from firms interested in providing "Digital Imaging Services for the Jefferson Parish Clerk of Court's Juvenile Court Department" in accordance with the terms, conditions and specifications outlined in the Request for Proposal (RFP 0200)

Request for Proposals will be received until 4:00 p.m. Local Time on: Wednesday, November 25, 2009

(Type Name of Person Authorized to Sign)

(Company Name)

(Street Address)

(City, State, Zip Code)

(Area Code) (Phone Number) (Area Code) (Fax Number)

(Signature of Person Authorized to Sign)

(Title of Person Authorized to Sign)

This RFP must be signed by an authorized Representative of the Company/Firm for RFP to be valid. RFP package, including instructions and specifications, must be returned in its entirety for RFP to be valid. Signing indicates you have read and comply with the Instructions and Conditions.